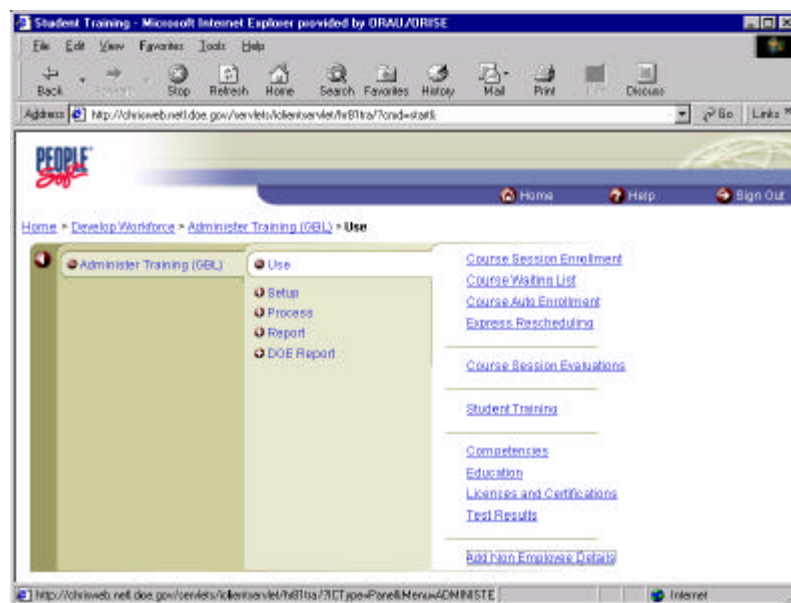


Adding a Non Employee to CHRIS

Non DOE employees, such as DOE Contractor employee or detailers from other Federal agencies, can be added to CHRIS in order to be registered for DOE-approved training.

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Administer Training (GBL).”
3. Click on “Use.”
4. Click on “Add Non Employee Details.”



The “Add Non Employee Details” “Find an Existing Value” screen is displayed.

EmplID:
Name:
Alternate Character Name:

[Add a New Value](#)

5. Verify that the individual you are about to enter has not been previously entered by typing in the last name of the individual in the “Name” field and clicking on “Search”

EmplID:
Name:
Alternate Character Name:

[Add a New Value](#)

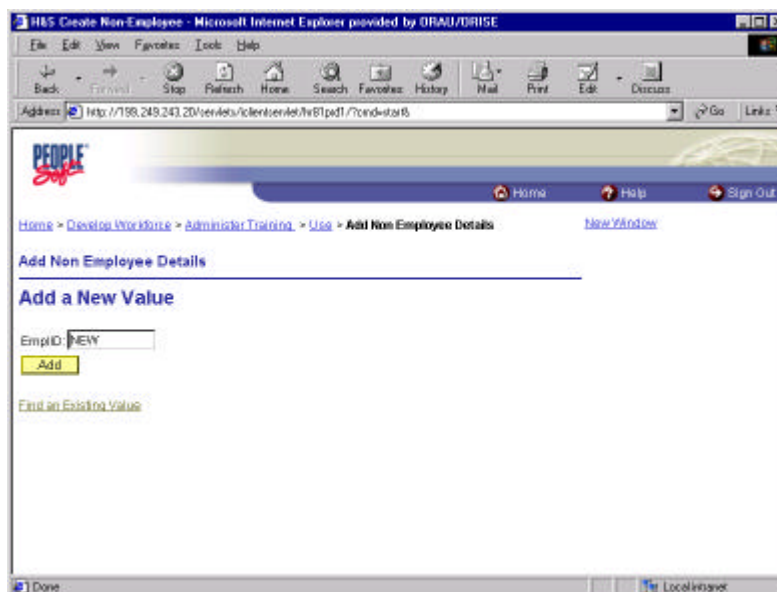
Search Results

EmplID	Name	Alternate Character Name
N10170	Jones, Cindy	(blank)
N11289	Jones, Cynthia	(blank)

A listing of individuals, with the same last name, already in the database will be displayed. If the name does appear, record the “EmplID” and use this number to enter the individuals training.

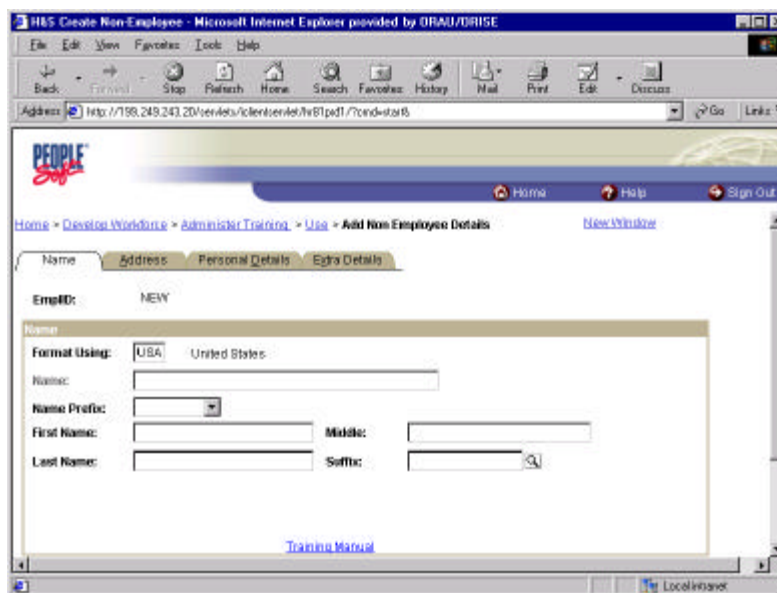
6. Click on “Add a New Value.”

The “Add a New Value” screen is displayed with “New” displayed in the “EmplID” field.



7. Click on the “Add” button.

The “Add Non Employee Details” screen is displayed.



8. Select the prefix, for example, Dr. or Ms.

9. Enter all information available. First and last names are required.
10. Click on the “Address” tab.

The “Address” screen is displayed.

HRS Create Non-Employee - Microsoft Internet Explorer provided by ORAU/DRISE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address: http://198.249.243.20/verdetts/c/entserdet/hr61pd1/7cond-start6 Go Links

PEOPLE Soft

Home Help Sign Out

Home > Desktop Workforce > Administer Training > User > Add Non-Employee Details New Window

Name Address Personal Details Extra Details

Name: EmpID: NEW

Address

Country: USA United States

Address 1:

Address 2:

City:

Country:

State: Postal:

Done Local intranet

11. Enter the requested business address information or skip if unknown.
12. Click on the “Personal Details” tab.

The “Personal Details” screen is displayed.

13. Enter the requested information.

The National ID is the individual's social security number and should be completed.

14. Enter the department in the “Department” field or click the magnifying glass to search if unknown.

The “Lookup Department” screen is displayed.

15. Enter your two letter Sub-Agency code i.e., AL, CH, etc. and click the “Lookup” button.

The “Search Results” display all Departments within your Sub-Agency.

The screenshot shows the 'H&S Create Non-Employee' web application in Microsoft Internet Explorer. The address bar shows the URL: <http://chrweb.net.doe.gov/services/client/service/h&S/ta/taond-start>. The page has a header with the 'PEOPLE Soft' logo and navigation links: Home, Help, and Sign Out. Below the header, there are input fields for 'Location SetID', 'Location Code', 'Description', 'Sub-Agency' (with a dropdown menu), and 'Budget with Department'. There are buttons for 'Lookup', 'Clear', 'Cancel', and 'Basic Lookup'. Below these fields, the 'Search Results' section displays a table with the following data:

Department	Company	Location SetID	Location Code	Description	Sub-Agency
1160000000	CH	(blank)	(blank)	Oak Ridge Operations Office	OR
1160000001	CH	(blank)	(blank)	Immed. Office Manager (OR)	OR
1160010000	CH	(blank)	(blank)	Public Affairs Office	OR
1160100000	CH	(blank)	(blank)	Office of Chief Counsel	OR
1160200000	CH	(blank)	(blank)	Office of Safeguards and Security	OR
1160300000	CH	(blank)	(blank)	Contracts Administration Team	OR

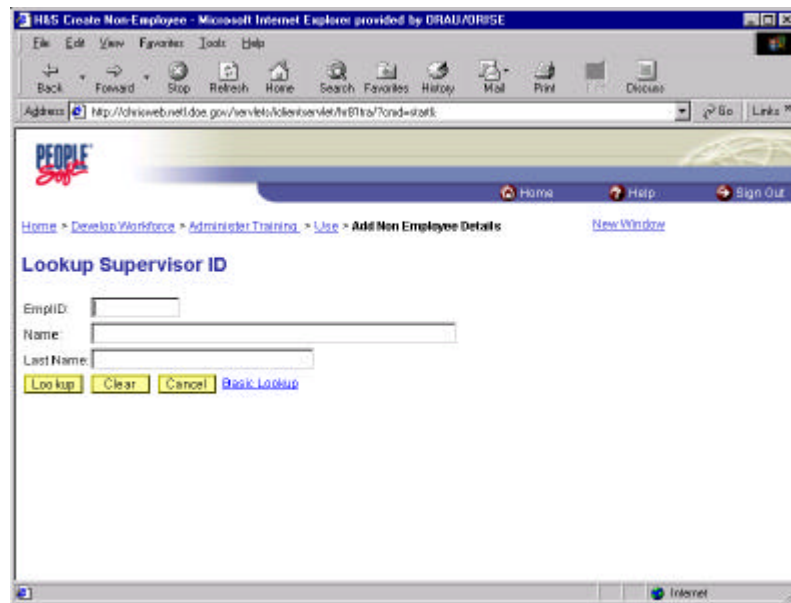
16. Click on the Department you desire.

The “Add Non Employee Details” screen is displayed with the department code entered in the “Department” field.

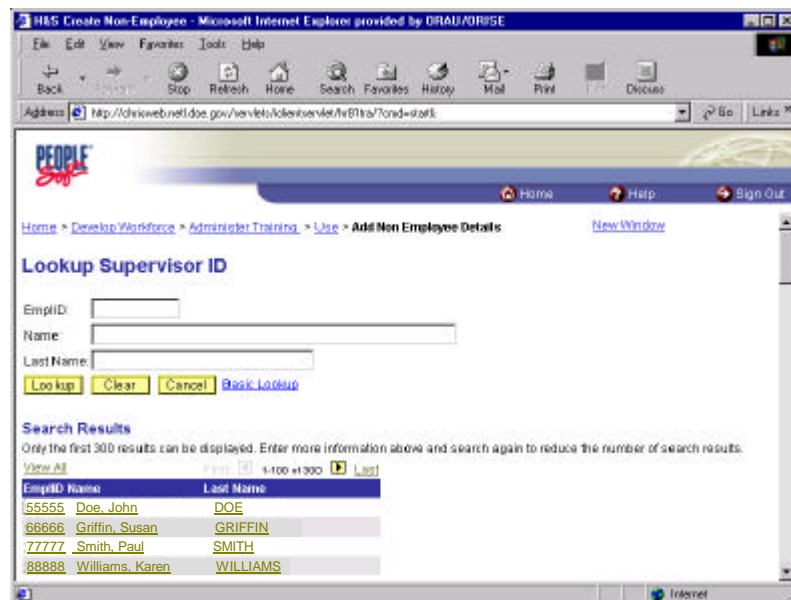
The screenshot shows the 'H&S Create Non-Employee' web application in Microsoft Internet Explorer. The address bar shows the URL: <http://chrweb.net.doe.gov/services/client/service/h&S/ta/taond-start>. The page has a header with the 'PEOPLE Soft' logo and navigation links: Home, Help, and Sign Out. Below the header, there are tabs for 'Name', 'Address', 'Personal Details', and 'Edra Details'. The 'Name' tab is selected. The 'Name' field is empty, and the 'EmpID' field contains the text 'NEW'. Below these fields, there are input fields for 'Business Title', 'Employer', 'Department' (with a dropdown menu), 'Supervisor ID', and 'National ID'. The 'Department' dropdown menu is open, showing the selected option: '1160000000 Oak Ridge Operations Office'. The status bar at the bottom shows the file path: `js:script:subnaaction_new2document_new2:HCrow11`.

17. Enter the ImplID of the non employee's sponsor or click on the magnifying glass to the right of the "Supervisor ID" field.

The "Lookup Supervisor ID" screen is displayed.



18. If you do not know the sponsor's ImplID, enter the sponsor's last name in the "Last Name" field and click on the "Lookup" button.



EmpID Name	Last Name
55555 Doe, John	DOE
66666 Griffin, Susan	GRIFFIN
77777 Smith, Paul	SMITH
88888 Williams, Karen	WILLIAMS

A list of supervisors is displayed.

19. Select the supervisor for the non employee.

The supervisor's identification number and name are displayed.

20. Click on the “Extra Details” tab.

The “Extra Details” screen is displayed.

21. Enter any additional information needed.
22. Click on the “Save” button.

There are ways to register multiple students into a course session. Which process you choose depends on the number of students to be registered. The first process is “Group Registration.” The second choice is to register multiple students through “Course Session Enrollment.”

**When to Use
“Group
Registration”**

Use Group Registration:

- When registering 10 or more employees in a session
 - To enroll 10 or more employees in a session after-the-fact
-

**Group
Registration**



This process can be used only for an internal class. The course can be considered internal if it's obtained as a new course for a large group of students. If this is the case, submit the course for entry into CHRIS so you can set up a course session.

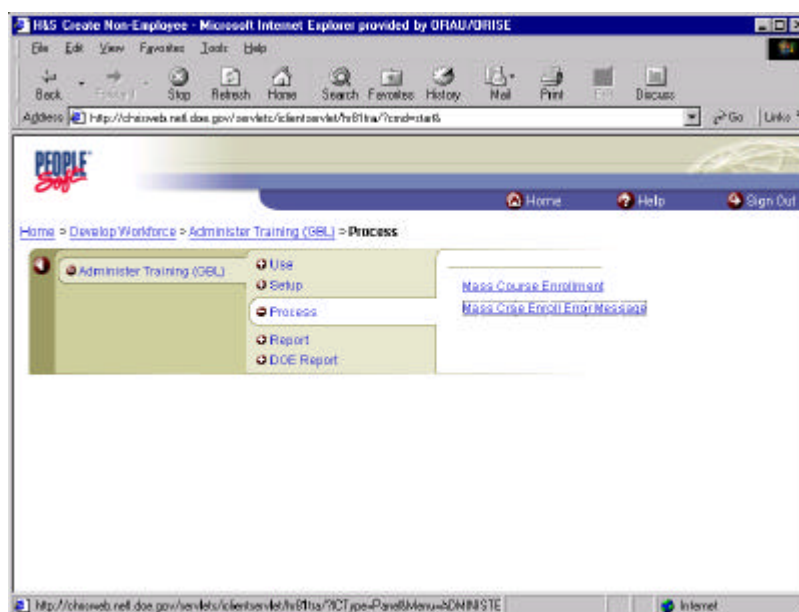
**Group
Registration**



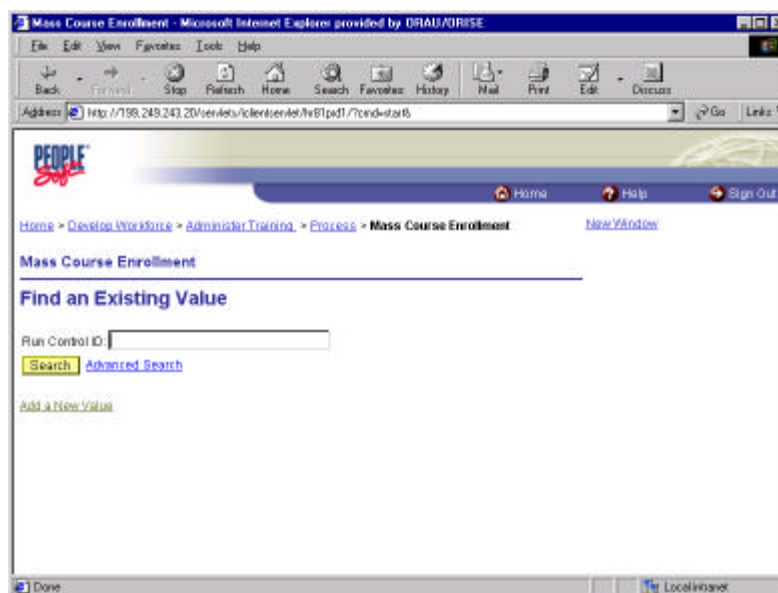
This process cannot be used if you must charge a session cost to each student individually. Session Costs should be recorded on the “Cost Session” table.

**The Group
Registration
Process**

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Administer Training (GBL).”
3. Click on “Process.”
4. Click on “Mass Course Enrollment.”



The “Mass Course Enrollment” screen is displayed.



5. Enter the “Run Control ID.”

Note: “Run Control ID” is the user’s five-digit CHRIS identification number. If this is the first time you are running a process, enter your EMPLID and click on “Add a New Value.”

6. Click on “Search” button.

The “Group Registration” screen is displayed.

7. Enter “Course Code,” “Session Number,” and “Trn Reason.”

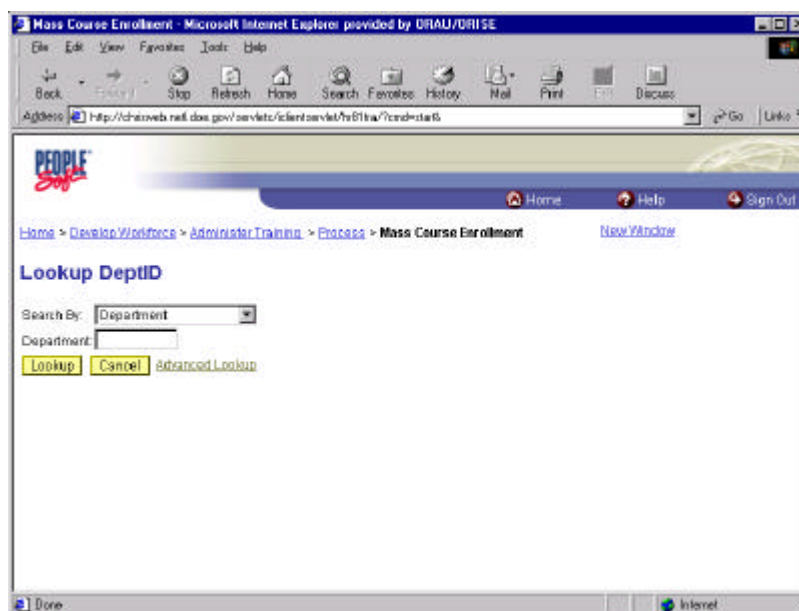
Note: Enter “Enrolled” in the “Attendance” field, whether the training has occurred yet or not.

8. Complete the fields for “Purpose,” “Source,” “Type,” and “SpecInt.”
“Vendor ID” should populate from the course session table.
9. Select either the “Sub-Agency” or “DeptID” field.

Note: Select the “Sub-Agency” field if everyone (or a very large percentage) at the site or program office is to be enrolled or has completed the training.

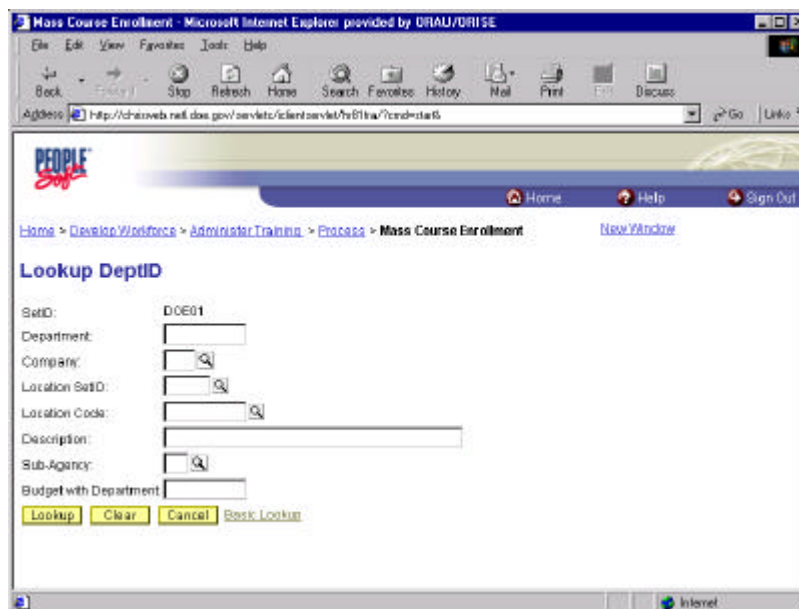
Select the “DeptID” field if only certain offices at the site or program office are involved in training. To select a specific “DetpID”:

10. Click on the magnifying glass to the right of the “DetpID” field.



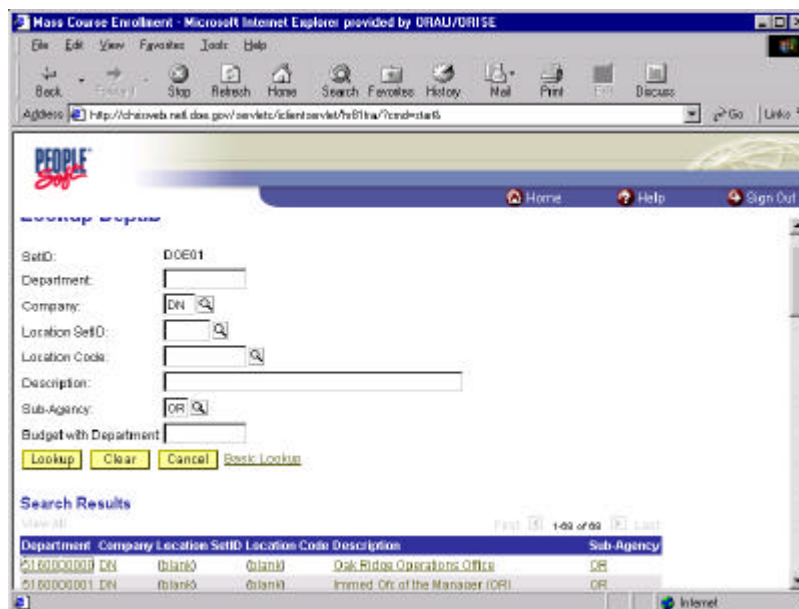
The “Lookup DeptID” screen is displayed.

11. Click on “Advanced Lookup.”



The “Lookup DeptID” screen is displayed.

12. Enter “DN” in the “Company” field.
13. Enter your sub-agency code in the “Sub-Agency” field.
14. Click on “Lookup.”



A list of departments is displayed.

15. Select a department code from the search results.

The code will be placed in the “DeptID” field.

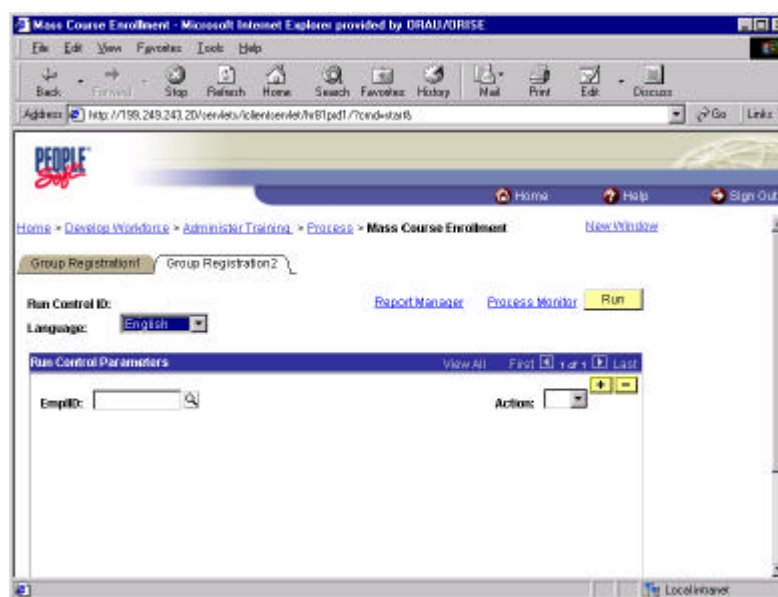
16. Click on the “Save” button.

Note: If you need to select more than one sub-agency or DeptID, click on the **+** to insert a row. Enter the DeptID or Sub-agency. Repeat the process to enter each sub-agency or DeptID.

How to Include or Exclude Individual Employees from the Group Registration

You can include or exclude employees outside of the selected department or sub-agency.

17. Click on the “Group Registration 2” tab.



18. Enter the employee's ID number.
 19. Select the action—Include or Exclude.
 20. Use the **+** button to add as many rows as needed to enter names and actions.
-

**Completing the
Group
Registration
Process**

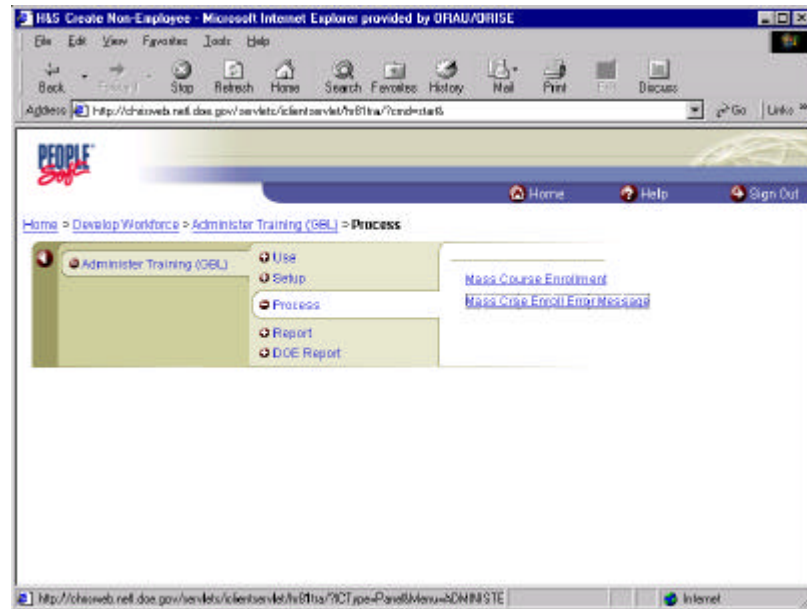
21. Click the “Run” button to complete the group registration process.
22. Click the “OK” button on the “Process Scheduler Request” screen.

When the process is complete, there will be a training instance for this course session on each employees' training record, and the “Course Session Enrollment” tab will reflect the status you selected.

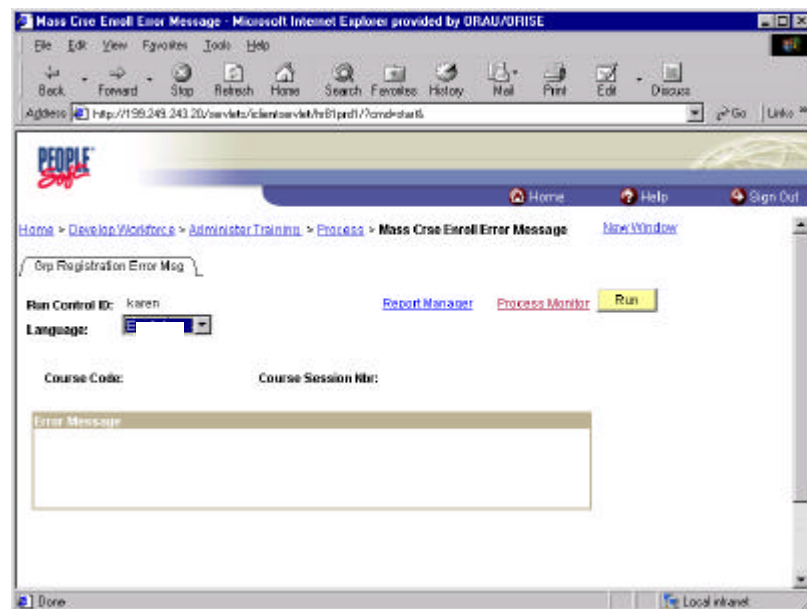
Note: Ensure that “PSNT” is displayed in the “Server Name” field, “Web” is displayed in the “Type” field, and “PDF” is displayed in the “Format” field.

**Verifying that the
Group
Registration
Process Ran
Properly**

1. Click on “Process.”
2. Click on “Mass Crse Enroll Error Message.”



The “Grp Registration Error Msg” screen is displayed.



5. Click the “Run” button.

The “Process Scheduler Request” screen is displayed.

Click the “OK” button.

One of two messages will display:

“Mass course enrollment processed successfully” or “Class is full. Contact Session Coordinator.”

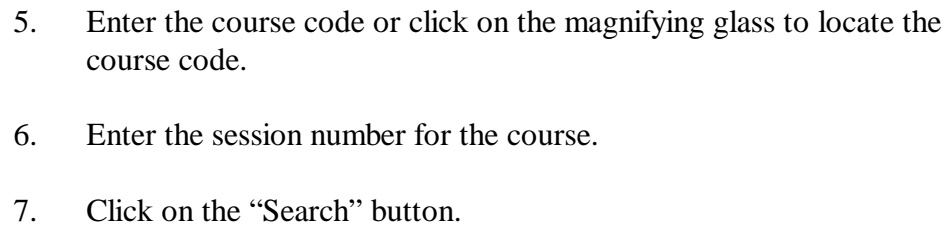
If the group is larger than the number of spaces available in the session, then CHRIS doesn’t enroll any of the employees in your group. If you set up the session, go back to the course session setup table and increase the maximum number of participants then follow the group registration steps again.

Processing Completed Training After the Fact

If the training has already occurred, then follow these steps immediately after verifying the group registration process. If the training has not occurred, and if you are the Course Session Administrator, then follow these steps once the session is over:

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Administer Training (GBL).”
3. Click on “Setup.”

- The “Course Session Table” screen is displayed.



The “Course Session Table” is displayed.

8. On the “Course Session Profile” screen, change the course “Session Status” to “Complete.”

All employees enrolled through this process will now show as “Complete.”

9. Click on the “Save” icon.

If the training has already occurred and you are NOT the Course Session Administrator, then immediately after verifying the group registration process, click on “Process” on the “Administer Training (GL)” screen.

The “Group Registration 1” screen is displayed.

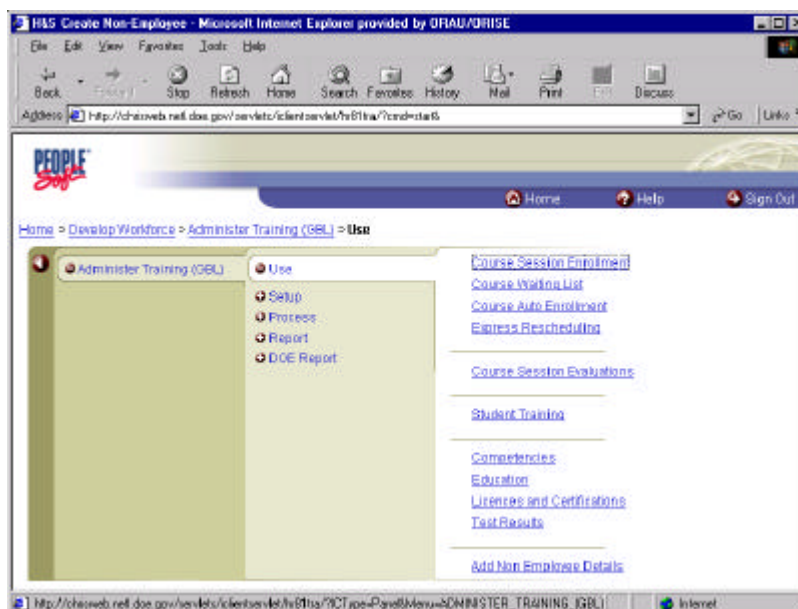
10. Change the status in the “Attendance” field to “Complete.”
11. Click on “Run.”
12. Click “OK” at the “Process Scheduler Request” screen.

This will update the individual training records.

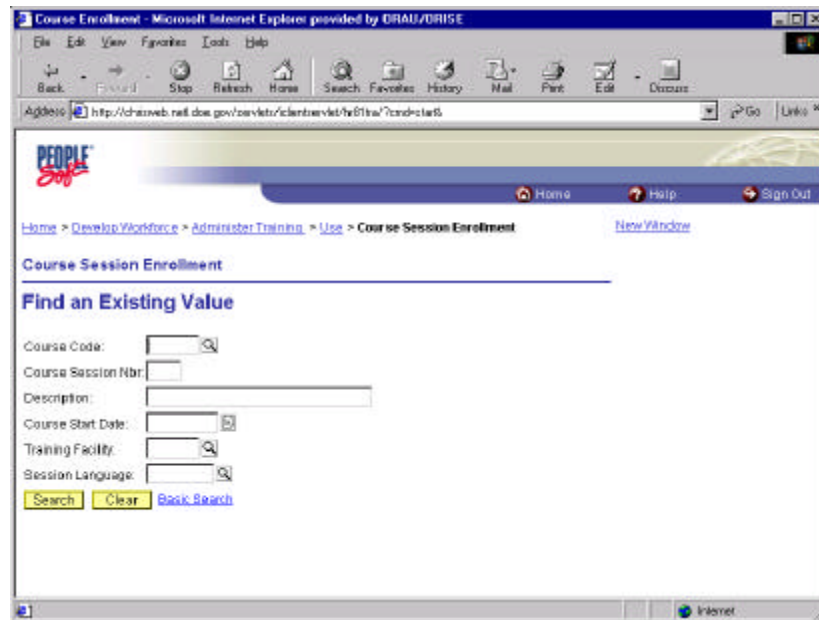
**Registering
Multiple Students
through Course
Session Enrollment**

Use the “Course Session Enrollment” screen to register multiple students in a single internal course session.

1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Administer Training (GBL).”
3. Click on “Use.”
4. Click on “Course Session Enrollment.”



The “Course Session Enrollment” screen is displayed.



5. Enter the course code and session number.

Notes: If you don't know the course code, you can enter the title in the “Description” field, (e.g., Project Management).

6. Click on the “Search” button.

The “Course Session Enrollment” screen is displayed.

Note: The information is displayed for only one student at a time. You can view all of the students being enrolled by using the scroll bar to the right of the employee information fields.

7. To register a new student, click on the **+** button.
8. Enter the employee's ID number in the “Employee ID” field.

Note: If you don't know the employee ID number, click on the magnifying glass to display the “Lookup Emp ID” screen.

9. Click on the down arrow to the right of the “Attendance” field. To view a list of status choices.

The screenshot shows a web browser window titled "Course Enrollment - Microsoft Internet Explorer provided by DRAU/DRISE". The address bar shows a URL starting with "http://199.243.243.20/services/identse/vet/hr61prof/TrnReasons". The page has a "PEOPLE Soft" logo and navigation links: Home, Help, Sign Out. A breadcrumb trail reads: Home > Develop/Workforce > Administer Training > Use > Course Session Enrollment. A "New Window" link is also present.

The main content area is titled "Course Session Enrollment". It contains the following fields and options:

- Course:** 000034 Conduct of Operations
- Session #:** 0003 Active
- Start Date:** 8:00AM
- Facility:** [Dropdown menu with options: Course Waitlist, Denied by Manager, Denied by Training, Enrolled]
- Min Students:** Incomplete/Dropped
- # Enrolled:** 75
- Attendance:** [Dropdown menu with options: Incomplete/Dropped-Payment Rec, No Show, No Show-Payment Required, Request, Session Waitlist]
- EmpID:** [Text field]
- Attendance:** [Text field]
- Trn Reason:** [Dropdown menu with a down arrow to the right]
- Letter Code:** [Text field]
- Status:** 120412001
- Date:** [Text field]
- Date Needed:** [Text field]
- Grade:** [Text field]
- Date Letter Printed:** [Text field]

Buttons and links include: "Prerequisite Checking", "Transfer Course Session Setup", "View All", "First", "2 of 27", "Last", and "Prerequisites Met".

10. Click on the appropriate choice.
11. Click on the down arrow to the right of the "Trn Reason" to view a list of training reason choices.

This screenshot is identical to the one above, showing the "Course Enrollment" web application. The "Trn Reason" dropdown menu is highlighted, and the down arrow to its right is visible, indicating the next step in the process.

12. Click on the appropriate choice.

The screenshot shows a web browser window titled "Course Enrollment - Microsoft Internet Explorer provided by DRAU/DRISE". The address bar shows a URL starting with "http://199.249.243.20/services/...". The page features a "PEOPLE Soft" logo and navigation links for Home, Help, and Sign Out. Key information displayed includes:


- Start Date: 02/01/2000, Start Time: 8:00AM
- Facility: Warrisburg, Language:
- Min Students: 1, Max Students: 75
- # Enrolled: 27, # Waiting: 0

Buttons for "Prerequisite Checking" and "Transfer Course Session Req" are visible. Below this is an "Attendance" section with a "View All" link and a "Page 1 of 27" indicator. The main form contains fields for:

- EmpID: 10004 (with a search icon)
- Attendance: Enrolled (dropdown menu)
- Trm Reason: Job Related (dropdown menu)
- Status Date: 12/04/2001
- Date Needed: (empty field)
- Letter Code: (empty field)
- Date Letter Printed: (empty field)
- Grade: (empty field)

There are also checkboxes for "Prerequisites Met" and "Discard (Daniel J)". A yellow box with a "+" sign is highlighted in the original image, located near the "Attendance" dropdown.

13. Click on the "Save" icon.

If you need to add other students, click on the  button and continue the process.

14. Click on "Save" after each student has been added.